

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376

REV(11/01)

Description of Position	TITLE OF POSITION: <u>Social Caseworker</u>	CLASSIFICATION CODE: <u>02820200</u>
	SALARY RANGE: <u>(A22) \$34718 - 40028</u>	REFERENCE POSITION NO.: <u>1255-10000-2082</u>
	Department of Human Services	APPLICATION PERIOD: <u>11/29/06 - 12/05/06</u>
	Division/Section/Unit <u>Management Svs.</u>	GRACE PERIOD ENDS <u>12/8/2006</u>
	Assignment(s) / Comments <u>APPLICANTS MUST HAVE APPLIED FOR THE SOCIAL CASEWORKER CIVIL SERVICE EXAM</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>Providence Regional Family Center</u>
	Restrictions/Limitations: <u>w/statewide coverage responsibilities</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u> </u>	
	Name of Bargaining Unit Union: <u>RIASSE, Local 580</u>	
	There is* <u> </u> is not <u> x </u> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you must note in the "Comments" section of the application that you are applying in State service to apply. All information requested on the application must be furnished. If the information you are requested to furnish is not available, you must indicate this on the application. If an item does not apply, you must indicate this on the application. If the information is not available, you must indicate this on the application. If you fail to answer all the questions on the application form, you may disqualify yourself from consideration.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	<ul style="list-style-type: none"> Reasonable Accommodation: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	Statement of Duties	DUTIES / RESPONSIBILITIES:
To conduct screening interviews of those seeking social services and program benefits; to make referrals to DHS and other State and community agencies for services identified in the screening interview; to issue expedited food stamps; provision of child care assistance to low-income families; to perform case management services to families receiving benefits under the Family Independence Act, including, but not limited to, screening, assessment, development of employability plans; development of financial plans, provision of child care assistance, conducting group job searches, coordinating job development activities, managed care enrollment counseling, crisis intervention work in close concert with agencies and vendors specializing in education, training, employment, and other activities related to self-sufficiency; to determine initial and continuing eligibility for Rite Care cases; and other related duties as required. Current assignment: Screening Unit		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Possession of a bachelor's degree from an accredited institution of higher education with specialization in sociology, or psychology, social work or child development or vocational guidance, or any substantially equivalent education and experience.	
	APPLICANTS MUST HAVE APPLIED FOR THE SOCIAL CASEWORKER CIVIL SERVICE EXAM	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 APPLICATION to:	
	Tammy L. Lonardo	Telephone #: <u>401-462-2481</u>
	Dept. of Human Services/Office of Human Resources	Fax #: <u>401-462-2041</u>
	600 New London Avenue	TTY/TDD #: <u>401-462-3363</u>
	Cranston, RI 02920	(Telecommunication Device for the Deaf)



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